

# **Sun City Summerlin Computer Club**

## **Seminar**

### **Creating a Personal Website With WordPress**

**Tom Burt**

# Where to Find the Materials

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- **Sun City Summer Computer Club Website Seminars:**
  - <https://www.scscclclub/smnr>
- **Acrobat .PDF file of these slides and Notes:**
  - <https://www.scscclclub/smnr/WordpressWebsites2024.pdf>

# Seminar Agenda

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- **Basic Web Site Concepts**
- **Free BLOG Services**
- **WordPress.com BLOG / Site Service**
- **Demo - Setting Up Your WordPress Web Site**
- **Managing Your Site's Contents**
- **Changing Your Site's Settings**
- **Backing Up Your Site**
- **User Interface Guidelines**
- **External Link Guidelines**
- **Helpful Web Site Links**

# Basic Web Site Concepts

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- A web *site* contains one or more web *pages*.
- Web pages contain various *elements*:
  - Formatted text
  - Tables
  - Horizontal lines
  - Links to other pages / files (hyperlinks)
  - Images (hyperlinks to .jpg or .png files)
  - Sounds (hyperlinks to .mp3 files)
  - Videos (hyperlinks and script code mp4 or h.264 files)
- Web page description language is Hyper Text Markup Language (HTML)
  - Most visual editing tools generate HTML automatically.
  - HTML 4 is common, HTML 5 standard is now widely supported.

# Free Web Log / Site Services

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- **BLOG is short for WebLog**
  - A BLOG is a website hosted by a BLOG service – generally free.
  - There are many such free services.
  - Blogger.com / Blogspot.com (Google) is one of the biggest.
  - **WordPress.com** is another.
- **A BLOG is a set of one or more web pages that you can update anytime you wish.**
  - The BLOG service provides free page editing tools.
  - You can also upload and link to other content such as pictures, videos, documents, other web pages.
- **Generally, a BLOG works like an online diary.**
  - The newest material appears at the top of the page.
  - Readers can scroll down to read older material.
- **If you allow it, readers of your BLOG can post comments.**

# WordPress.Com (1)

The screenshot shows the WordPress.com dashboard for a demo site. The browser address bar displays `https://wordpress.com/home/tomburt89134.wordpress.com`. The dashboard is divided into several sections:

- My Home:** A central hub with the text "Your hub for next steps, support center, and quick links." and a "Visit site" button.
- Domain Promotion:** A large card titled "Own a domain. Build a site." featuring a graphic of a browser window. It states that `tomburt89134.com` is available for \$12 and provides buttons for "Get this domain", "Find other domains", and "Hide this".
- Daily Writing Prompt:** A section with a lightbulb icon and the text "Daily writing prompt". The prompt is: "If you could permanently ban a word from general usage, which one would it be? Why?". It includes a "View all responses" link and a "Post Answer" button.
- Quick Links:** A list of actions on the right side, including "Edit homepage", "Write blog post", "Promote with Blaze", "Add a page", "Add a domain", and "Manage all domains".
- Left Sidebar:** A navigation menu with options like "My Home", "Stats", "Upgrades", "My Mailboxes", "Posts", "Media", "Pages", "Comments", "Feedback", "Jetpack", "WooCommerce", "Appearance", "Plugins", "Users", "Tools", "Settings", and "Collapse menu".

WordPress Web Sites

# WordPress.Com (2)

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- Let's tour <https://www.wordpress.com/> (demo)
  - Let's use the Reader to view some sites to see what you can do.
- Let's Create a WordPress Account
  - Click "Get Started Now" button
  - Choose a name and password – e.g. TomBurt89134, LVTechWiz\*1999
  - Option to register a domain name (about \$12 / year)
- Now let's login and work on my BLOG / Website
  - Go to: <https://wordpress.com/home/tomburt89134.wordpress.com>
  - Login with your credentials (name and password):
  - You will see the WordPress "My Home" screen
  - Use "My Home" for all site management actions

# Managing BLOG Posts

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- **Let's make a *New Post***
  - In “My Home” Quick Links panel, click the “Write New Post” link.
  - Type and format (font size, color, highlights) your post.
  - You can include pictures or other media in your post.
  - Click the “Publish” button to place your new post on the BLOG page.
- **Let's *Edit* a previous post to make a correction**
  - Under “My Home”, click Posts, then scroll to the post you want to edit and click on it to open the Post editor.
  - Make changes or additions as needed.
  - Click the Update button to publish your changes.
- **Let's select a *Theme* for our website.**
  - Under “My Home”, open Appearance and click Themes. There are hundreds to choose from.
  - On a specific theme, click the 3 dots (...) to open a menu; then choose “Live Demo” to see how one would look.



# Managing Pages

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- **Let's make a *New* page**
  - Under “My Home” click “Pages” then click the “Add New Page” button.
  - Next choose a page type.
  - Pages are organized into a series of blocks.
  - Type and format your page with text.
  - You can include pictures or other media in your page.
  - Click the “Publish” button to save your page to your website.
  - Your new page will show up as a new tab on your site's Home page.
  
- **Let's *Edit* a previous page to make an update**
  - Under “My Home” > “Site”, click “Pages”, then click the page you want to edit.
  - Make changes or additions as needed.
  - Click the Update button to publish your changes.

# Managing Images

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- **Let's add an Image to a page**
  - Under “My Home” click “Media” to bring up your picture gallery.
  - As needed, upload images from your PC to the Gallery.
  - Under “My Home click “Pages”. Then click the page where you want to add an image.
  - Place the cursor at the location where you wish the image to appear.
  - Click the “More” icon (v) and then, in the dropdown menu, click “inlinen image”.
  - From the Media gallery, select the thumbnail of the image you wish to insert into the page.
  - Click the Insert button.
  - Return to the page editor.
  - Resize the image as needed and choose the preferred alignment.
  - Type in any captioning or comments.
  - When finished, click the Update button.

# Managing Hyperlinks

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- **Let's link to our new page from the Home page.**
  - Under “My Home” > “Pages” click the 3 dots (...) of the newly added page. In the popup menu, click “Copy link”.
  - Under “My Home” > “Pages” click your Home page to open it in Edit mode.
  - Place the cursor at the location where you want the hyperlink. Type the visible text of the hyperlink (need not be the URL).
  - Click the [chain] link icon in the formatting toolbar and then paste the copied hyperlink into the box. This associates it with the visible text.
  - Click the gear icon to set other properties of the link (e.g. target).
  - Click Update to save the updated Home page.

# Managing Menus (1)

## ■ Let's Create a Top-level Menu

- Under “My Home” > “Appearance” > click “Menus”. This launches the menu editor.
- You can create a new named menu or modify an existing named menu.
- You can specify which named menu is the Primary menu.
- You can add new menu items: Type in the menu item's text and then select the page that menu item will link to.



# Managing Menus (2)

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- **Let's Create a Sub-menu of a Top-level Menu Item**
  - I want a sub-menu of the “Recipes” top-level menu item. Each sub-menu item will link to a page with a different recipe.
  - Add a new menu item to the top-level menu: “Tom’s Chili Recipe”, linked to the page: “Tom’s Chili Recipe”.
  - Now use the mouse to drag the new menu item below and slightly offset to the right of the top-level menu item (“Recipes”) that you want to head the submenu
  - Continue doing this for each desired “Recipes” sub-menu item.

# Changing Your WordPress Site's Settings

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- Under “My Home” click “Settings”
- Now click the “General” tab.
  - Set your site's title and tag line.
  - Set your time-zone, date format, time format and week start day.
- Click the “Writing” tab
  - Check and adjust the Writing settings.
- Click the “Reading” link
  - Check and adjust the reading settings.
  - In particular, you can change which page is displayed as the **starting (Home) page** for your website.
- Explore the other settings and adjust to suit.

# Demo - Backing Up Your Site

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- **Create a folder on your hard drive for the backup file.**
- **Under “My Home” > “Tools” click the “Export” link.**
  - This opens a window to let you choose what content to back up.
  - Best is to choose “All content”.
  - Then click the “Export All” button.
  - When the export is completed, a download link will be emailed to your account email.
  - In the email from WordPress, click the download link and choose the folder you created as the target of the save.
- **You can later Import this file to the same or another WordPress BLOG / Website.**

# User Interface Guidelines (1)

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- **Watch out for color conflicts.**
  - Keep backgrounds light.
  - Keep text dark – need good contrast.
  - Avoid **red** on **green** or **blue** on **yellow** (color blind users)
- **Test your site at various screen resolutions.**
- **Avoid Font-o-Mania.**
  - Favor Sans-Serif fonts (Arial, Calibri, Tahoma, Verdana).
  - Avoid fonts that aren't broadly available.
  - Use images for elaborate fonts or logos.
  - MS Word's Word Art can create neat special effects.



# User Interface Guidelines (2)

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- **Keep total page download times < 30 seconds (dial up).**
  - Watch image file sizes.
  - Watch PDF file sizes.
  - Watch video file sizes and don't auto-start videos.
- **Resist “Way Cool” Mania (distracting).**
  - Animated images
  - Marquees
  - Pop-ups
- **Keep your Home Page “G” Rated.**
- **Links to large downloads should show size.**

# External Link Guidelines

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- Any page can contain links to pages or files not on your own website.
  - Concern is that the page or file referenced in the hyperlink might be moved or deleted, breaking your hyperlink. Verify such links regularly.
- If linking to an external page, set the target frame to “New Window” to make it clear to the visitor that the page is not part of *your* website.
- If using external images or audio, get permission first.
- Links to *public* YouTube videos are OK but open them in a “New Window”.
- Links to *your own* YouTube videos can be opened in a frame or table within your own page.

# **Open Workshop / Q and A**

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## **Final Questions and Answers**